

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

15-035

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Emergency Medical Services Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Disaster Medical Services Division	3. CLASS TITLE Senior Emergency Services Coordinator
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Sacramento HQ
6. PROPOSED INCUMBENT (if known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-700-8085-xxx

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. **BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the direction of the Health Program Manager-I, the Senior Emergency Services Coordinator is a member of the Response Personnel Unit and is responsible for performing the following duties:

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|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9. Percentage of time performing duties | 10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i> |
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ESSENTIAL FUNCTIONS:

In order to achieve operational efficiency, working as part of a team with lead responsibility for coordinating the development of broad policy in Disaster Healthcare Volunteers (DHV) training and exercise development, planning, organizing and preparing for DHV disaster medical response operations as directed by management in accordance with the appropriate California Codes, Regulations, statutes, and department policy and procedures.

The Disaster Medical Services (DMS) Division Response Personnel Unit (RPU) Senior (Sr.) Emergency Services Coordinator (ESC) will serve as the administrator for the development of DHV planning and delivery of training in order to have the appropriate capabilities for local DHV System Administrators and volunteers responding to terrorist or natural disaster events. The Sr. ESC is responsible for the planning and management of activities for Disaster Healthcare Volunteer (DHV) Program recruitment, retention, and deployment including exercises, development of training, special projects, and the DHV Deployment Operations Manual for the State of California.

11. **SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

12. **EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
25%	<p>In order to ensure the most complex projects and/or programs are developed and implemented appropriately, the DMS Response Personnel Unit Sr. ESC will independently:</p> <ul style="list-style-type: none"> ▪ Collaborate with state agency training partners, consultants and DHV working groups to develop a list of training topics that meet the training needs of DHV end users. ▪ Conduct qualitative and/or quantitative data analysis on exercises conducted. ▪ Develop a curriculum review process and instrument to review training programs by surveying constituents and meeting with focus groups. ▪ Summarize existing training programs that meet or do not meet DHV training needs and determine supplemental course offerings or corrections for DHV training programs. Using Microsoft Word, Excel and/or Access to collect, analyze, summarize and present technical data to State, federal, and local partners.
20%	<p>In order to oversee work products of assigned teams and perform the most complex and difficult technical work required by the projects, the DMS Response Personnel Unit Sr. ESC Coordinator independently:</p> <ul style="list-style-type: none"> ▪ Develops and maintains State-level medical disaster response readiness by participating, developing, and implementing a DHV training and exercise program both for internal department staff as well as in conjunction with our local disaster response partners in accordance with EMSA DHV policies and procedures. ▪ Coordinates DHV portion of EMSA's annual full-scale Medical/Health Statewide Disaster Exercise. Exercise plans and materials will be developed utilizing the Homeland Security Exercise and Evaluation Program, using Microsoft Word, Excel and PowerPoint. ▪ Develops, maintains and implements DHV disaster response plans, DHV communication plans, plan annexes, policies, procedures and protocols in accordance with departmental policy and procedures; using Microsoft Word, PowerPoint, Excel and/or Access and previously developed templates.
20%	<p>In order to ensure the accuracy and completeness of a variety of disaster medical preparedness and response issues the DMS Response Personnel Unit Sr. ESC independently:</p> <ul style="list-style-type: none"> ▪ Analyzes and develops issue papers and concept papers, including policies or Legislation affecting the Disaster Healthcare Volunteers Program development using Microsoft Word, PowerPoint, Excel and/or Access in accordance with departmental policies and procedures. ▪ Develops and implements policy relative to the State's DHV Program role in disaster medical response plans. ▪ Develops and implements policy relative to the State's DHV Program role in disaster medical preparedness, response, and recovery transcending multi-level public jurisdictional and private sector interests using Microsoft Word, PowerPoint, Excel and/or Access in accordance with departmental policies and procedures. ▪
10%	<p>In order to ensure that complex projects and/or programs are developed and implemented appropriately the Response Personnel Unit Sr. ESC will independently:</p>

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10%	<ul style="list-style-type: none"> ▪ Determine needs by reviewing and analyzing documentation and developing methods using Microsoft Word, PowerPoint, Excel and/or Access to collect, analyze, summarize and present technical data to State, federal, and local partners. ▪ Negotiates, monitors, and evaluates by meeting with and discussing issues with involved parties, tracking MOU and/or contract deliverables and evaluating deliverables against stated objectives of interdepartmental memorandum of understandings and other contractual agreements for furthering the EMS Authorities goals and priorities using Microsoft Word, Outlook, Excel and Access. <p>In order to ensure the timely and accurate submission of funding applications for the Section or Division, the SR ESC under the direction of the Response Personnel Unit Manager:</p> <ul style="list-style-type: none"> ▪ Researches, develops, and submits funding applications through the State budget process, for grants, endowments, and/or other funding mechanisms in accordance with departmental procedures and policies using Microsoft Word, PowerPoint, Excel and/or Access. ▪ Monitors and oversees progress of grant monies use and provides all reports and supplementary materials as requested by funding agencies and relevant oversight agencies in accordance with departmental procedures and policies using Microsoft Word, PowerPoint, Excel and/or Access.
10%	<p>In order to ensure competency in staff managing the DHV response at each level of the SEMS the DMS Response Personnel Unit Sr. ESC</p> <ul style="list-style-type: none"> ▪ Acts as lead with a team with Plans and Training, staff to develop an EMSA and DMS staff training plan to include medical emergency management staff roles and responsibilities in managing the state's DHV Program response. The training plan will include the development of a statewide DHV System Administrators mutual aid system. ▪ Works with Intermedix Corporation and other training partners to develop training curriculum for DHV System Administrators in accordance with EMSA, SEMS, and the National Incident Management (NIMS).. Classroom and web-based learning formats will be developed. ▪ Make presentations using Microsoft PowerPoint, to various community groups at the request of management regarding the status of the training for emergency medical services personnel responding to a terrorist or natural disaster event. ▪ Will participate as an Emergency Response Team (ERT) member in the Medical/Health Coordination Center to coordinate DHV activities during a deployment of personnel.
5%	<p>MARGINAL FUNCTIONS</p> <p>Represents the EMS Authority at meetings; serves on task forces, committees as program liaison with local and regional medical, health disaster, terrorism planning, and mutual aid groups.</p> <p>Develops and implements a system for tracking and issuing certificates to local DHV and System Administrators who successfully complete EMSA DHV training courses using Access, Microsoft Word and PowerPoint to create a database and issue certificates.</p>

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KNOWLEDGE AND ABILITIES

Knowledge of: Mission, goals, objectives, and organization of emergency management and emergency response; operations and structure of government; processes, principles, and regulations applied in the administration of emergency management programs; state and federal laws, regulations, and requirements relating to local, state, and federal emergency management planning and emergency response; apply professional knowledge and ability to all situations; principles, concepts, and terminology in emergency management, emergency response and planning processes, hazard mitigation, and community preparedness; laws and regulations pertaining to state and federal financial assistance and mutual aid; current trends of emergency management, emergency response, recovery, and planning; methods of program report preparation and program reporting techniques; basic techniques of data analysis; basic computer skill. Objectives and organization of emergency management and emergency response; principles and techniques of organization, administration, and management; purposes, activities, and legislation of the Emergency Medical Services Authority.

Ability to: Plan for emergencies and respond, under all conditions, appropriately to emergencies and disasters by applying emergency management principles to the specific immediate situation; apply professional knowledge and ability to all situations of coordination, planning, and mitigation of hazards, and communicate risks to specific emergency management situations; interpret emergency management-related laws and their application to program or incident situations; develop and implement new and revised methods and procedures; establish and maintain cooperative working relationships with staff, local, state, and federal officials, and representatives of other organizations; prepare complete and comprehensive reports and recommendations; communicate and write effectively; reason logically; analyze problems and situations accurately and take effective action. Work independently in identifying needs and emergency management systems deficits and developing recommendations for improvement of emergency management planning and emergency response operations; act as a lead person or as a team leader; train other staff in principles and methods; provide effective leadership.

SPECIAL PERSONAL REQUIREMENTS

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

SPECIAL REQUIREMENTS

During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff is required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

Travel within and outside the State of California is required for this position. Anticipate approximately 15% travel.

Desirable Qualifications

- Knowledge of and/or experience in disaster planning and response, emergency medical services, public health administration and/or a health/ medical background.
- Strong written, analytical, interpersonal and oral communications skills,
- Excellent leadership and problem solving skills,

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	<ul style="list-style-type: none"> • Demonstrated ability to act independently, open-mindedness, flexibility and tact, • Analyze situations accurately, make recommendations, and take effective action. • Demonstrated ability to act independently, open-mindedness, and flexibility. <p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Work well as part of a team and independently as necessary • Build good working relationships with constituents, colleagues, and consultants. <p>Work Environment, Mental and Physical Abilities</p> <ul style="list-style-type: none"> • Office environment, business dress for a professional office • Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently • Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government • Ability to consistently exercise good judgment and effective communication skills <p>Ability to travel once or twice per month and work overtime as needed.</p>